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ABSTRACT

The Church and Synagogue Library Association is a nonprofit association that provides educational guidance in establishing and maintaining congregational library service. This guide for congregational libraries is a detailed manual of instruction for the establishment, reorganization, and use of archives in a congregation. It is geared especially to making the archives a part of the library, but can be used for archive planning in general. Chapters include: (1) Why Have Archives? (2) Getting Started; (3) Selecting Materials; (4) Processing (Arranging and Describing); (5) Preserving and Storing; (6) Recipes for the Archivist; (7) Using Your Archives; and (8) Guidelines for Cataloging Archives. Appendices include sources for archival materials, a bibliography, and footnotes. (Author/SWC)

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CSLA Guide No. 10

ARCHIVES IN THE CHURCH OR SYNAGOGUE LIBRARY

Evelyn R. Ling

Second Revised Edition

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The Church and Synagogue Library Association was formed in 1967 to provide educational guidance in establishing and maintaining congregational library service.

The organization issues publications relating to this branch of librarianship, including *Church & Synagogue Libraries*, a bimonthly publication containing news and informative articles for members and subscribers.

Membership in the nonprofit association is open to all who are interested in church or synagogue libraries. Provision is made for membership in the name of an individual, church or synagogue or institution. There also are affiliated, contributing and honorary membership categories.

For a brochure with further information, a sample copy of the official publication, or to order any publications, write CSLA, P.O. Box 19357, Portland, Oregon, 97280-0357. Phone toll free: 1-800-LIB-CSLA or 503-244-6919. FAX: 503-977-3734.

ARCHIVES IN THE CHURCH OR SYNAGOGUE LIBRARY

Evelyn R. Ling

CSLA Guide No. 10
Second Revised Edition
1996

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ABOUT THE AUTHORS

Evelyn R. Ling has served as the librarian of the H. A. Valentine Memorial Library at High Street Christian Church, Akron, Ohio, since its organization in 1965. She has promoted the cause of congregational libraries at conferences of her denomination as well as other religious conventions and meetings. She has served the Northeastern Ohio Chapter of CSLA in various capacities. In 1980 she received the annual CSLA Award for Outstanding Contribution to Church and Synagogue Libraries. Mrs. Ling's interest in church archives began in 1975 when the records of her church were rescued from a fire which destroyed the church sanctuary. In 1992, her library received the John Cotton Dana Award for Public Relations. This award reads, "For a comprehensive program planned and executed with little funding and a volunteer staff to extend the services of the church library to the larger community." She has conducted many workshops for church and synagogue librarians on the subject of historical archives.

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The author of this guide is deeply grateful to the following publications and articles which inspired her interest in archives in the church and synagogue library and on which she has depended for information for leading workshops on the subject and subsequently writing this guide:

Guidelines for Local Church Historians and Records and History Committees, Walter N. Vernon, Compiler. Published by the Commission on Archives and History of the United Methodist Church, Lake Junaluska, NC 28745. Revised edition 1979.

The several articles on archives in the January-February-March 1979 edition of *Media: Library Services Journal* published by the Sunday School Board of the Southern Baptist Convention: especially these articles: "Rationale for the Preservation of Historical Materials" by Lannae Graham; "Selection of Materials for the Church's Archives" by David I. McWhirter; "A Heap of Stuff" by William C. Beal, Jr.; and "Using your Church Records Fruitfully" by Walter N. Vernon.

Business Archives: An Introduction by Edie Hedlin, published by the Society of American Archivists, Chicago, 1978.

Local History Collections, A Manual for Librarians, by Enid T. Thompson; *A Guide to the Care and Administration of Manuscripts* by Lucile M. Kane; and *The Care of Historical Collections* – all published by the American Association for State and Local History, Nashville, TN.

WHY HAVE ARCHIVES?

Churches and synagogues have good precedent for preserving their records and historical materials for future generations:

"The Lord said to Moses . . . they shall make an ark of acacia wood . . . and you shall put into the ark the testimony which I shall give you." (Exodus 25:1, 10, 16)

". . . the ark of the covenant . . . contained a golden urn holding the manna, and Aaron's rod that budded, and the tables of the covenant." (Hebrews 9:4)

The Historical/Biblical Precedent

In an article discussing the rationale for the preservation of historical materials, Lannae Graham has commented on the above Scripture references:[1]

"The Ark of the Covenant and its contents show that the Lord wants us to remember and why. God took great pains to instruct Moses as to exactly how he wanted the people of Israel to make the Ark. First, it was large enough for what he wanted put in it: about 50 inches by 30 inches by 30 inches. Second, it was overlaid with gold, which meant two things: it would be more fireproof than plain wood and the acids from the wood would be prevented from leaking through to the contents and eating away at them. The gold itself, as an element, was inert, and would not react in any way with the contents. Third, the Ark was raised off the ground on feet so in case of a leak in the Tabernacle, it would not be sitting in a puddle of water. Finally, the Lord specifically instructed that the poles for carrying it should remain in their places so that, if necessary, it could be picked up and quickly carried off to safety.

"Why did God take such pains to preserve the contents of the Ark? Because they were important to him. He wanted these objects and documents to help his people remember him and his acts in their lives.

"The Ten Commandments were so special that God wrote them out himself (Exodus 24:12). He knew that even with the strong oral tradition the Hebrews had, that human memories are fallible, and that it would not be long before opinions would differ as to exactly what he had commanded of his people.

"The manna (Exodus 16:13-36) and Aaron's rod that budded (Numbers 17:1-12) were hard evidence of two of the Lord's acts in bringing the Israelites out of Egypt.

"Just as God had things for the Hebrews to remember, he has things for us to remember today. We not only keep copies of the Ten Commandments, but all of God's written Word. In addition, each denomination has other documents of its own which are an important part of its heritage."

And also each congregation has its own historical records and materials which are meaningful to its own group and should be preserved so that the heritage of the past can be accurately portrayed and passed on to the generations of the present and future.

Archives of historical materials can also be of great service to the members of the congregation who ask questions about their church or synagogue and need to have a place where they can find answers. If the archives are properly processed, catalogued and stored for access and use, they can become a nerve center for the entire community in which the institution is located, and a lively center for self-identification for the congregation in the present and future.

The Importance of Archives

The preservation and the use of archives and records is an often neglected but nevertheless extremely important task in the local church or synagogue. In his booklet of guidelines for history committees, Walter N. Vernon points this out clearly:[2]

"First, the church or synagogue's past helps it understand itself now. Its stance on various issues, its commitment to the goals of the Kingdom of God, its willingness or lack of willingness to adopt new procedures and programs are all rooted in its history.

"Second, the church or synagogue's heritage may enrich and stimulate its present membership to deeper commitment and more profound service. This is an essential matter for every generation, but especially so in these years when the sense of meaninglessness has pervaded so many lives.

"Third, a knowledge of the church or synagogue's past may help it to avoid the mistakes of its earlier years. If the history of the congregation shows in certain eras that it held too optimistic—or too pessimistic—a view of the nature of man, this recognition of a misreading of human nature should help avoid such errors today. If the church or synagogue became too rigid in structure and/or outlook at particular periods, it may be that such rigidity can be avoided now.

"Fourth, vital statistical records (membership, baptisms, marriages, etc.) are often referred to many years later by persons needing proof of the date of birth, etc., and by people wanting to know more about their family history."

Much of yesterday's records and history are lost because no one bothered or was responsible for adequately preserving them. The task is urgent to recover lost records and documents and to preserve those from the present. Archives serve a very important function in the church or synagogue.

Why in the Library?

A congregation may properly ask the question, "Should the congregational library be the place where the church or synagogue's archives are housed?"

Each congregation will have to answer this question for itself and there may be local reasons why a particular decision is made, but it is our contention that the archives belong properly under the aegis of the congregational library. The processes involved, the kinds of materials collected, the cataloging procedures, and the eventual use of the materials all are closely related to the regular functions of the library and can be readily coordinated with the library's purposes. We believe that this will become clear to the reader of this guide in the chapters which follow.

GETTING STARTED

The way the archives became a part of the library of the High Street Christian Church in Akron, Ohio where I serve as librarian is unique. Hopefully it will not be duplicated for anyone reading this guide. But the story does serve to show how we were impressed with the importance and necessity of preserving our congregation's historical records.

It all started with a fire which burned our church and fellowship hall to the ground in August 1975. After having been at the scene until the "wee hours" of the morning, I went back again later in the day to see what needed to be done in the library. The educational building had not burned but was badly damaged by water.

As the men of the church were going into the "burned out" areas of the building to retrieve as many things as possible, the property chairman asked what he should do with "all of these old records." I replied that I would take charge of caring for them in the library.

And that is how it all began! Many of the records were water damaged and needed to be dried out. Some of the protective wrappings also were smoke damaged. At the time many people felt helpless but wanted to do something. So we enlisted them in unwrapping, inventorying, and rewrapping each of the items retrieved from the fire.

Our pulpit Bible, for example, was brought out by one of the firemen who found it among the partly burned items at the base of the pulpit. It was water soaked and badly charred. We called the University of Akron and asked them how to handle this item. They suggested we separate the pages very carefully and allow them to dry, one by one. The wife of our retired minister worked several days with this task. We now have that Bible proudly displayed in our glass case in the archives room.

We stored all of the items in the library behind a drapery until we found a new home for them. As the building committee met to plan the rebuilding of our church, they asked for suggestions of things to be included. I wrote, asking that they plan to have a church archives room—a place to store the records that we were so lucky to have saved. This was first envisioned as a room with filing cabinets and shelves to store these items that in time would become dust-laden.

By that time we were hooked on the idea of seeing that our archives were properly processed and stored for use. Three years later we formally opened the room on Dedication Sunday, September 10, 1978. The materials were framed, hung on walls, and other materials were displayed on tables or in cases in the room. Some of the materials were preserved in other ways and made available for reading and study. Now we find that this room and its contents are much used and an important part of our church and library. And what we have learned about the process of building congregational archives is the subject of this book.

Appoint a Committee and Archivist

Once a decision to establish archives has been made by the governing body of your congregation, you will want to proceed with the process of appointing leadership for the task of carrying out this intention. Some denominations have established procedures for this and you may want to consult with this group in your denomination before you begin. At any rate, you will want to appoint a committee from your congregation to be responsible for the gathering, preserving, and publicizing of the records of the life and activities of your local congregation. But, be sure you don't bury this responsibility in a committee! Proceed immediately to the next step of appointing an archivist or historian who will be the major person responsible for organizing and carrying

out the task. If this is being done under the supervision of the library, you will want to make sure that both the committee and the archivist have ties to the library committee and/or librarian.

The choice of a congregational archivist (some prefer the title "historian" which seems a bit less frightening) should be made, obviously, with great care. He or she should have the time and the inclination for this type of work. The archivist need not be an older person since age alone does not necessarily equip a person with the required qualifications. Walter N. Vernon has suggested the following qualifications for a congregational archivist.[3] "Such a person should:

- Be a person who is sincerely interested in the congregation and its history;
- Have an understanding of the work of the congregation and its structure and of the function of its officers and its organization;
- Be one who will not divulge confidences, but carry out the trust involved in maintaining confidential records;
- Be vitally interested in preserving historical material;
- Be one who likes to organize material so that it may be used."

The beginning task of an archivist for a local congregation as we will see later is the selection of what will be preserved. A strong, well-thought-out set of guidelines for this selection is a necessary foundation on which to build your congregation's collection. These guidelines should be carefully set up by the historical committee and/or library committee, but should also be understood and agreed to by the person appointed to be the archivist. In order to keep this agreement alive, you will want to make the archivist a member of the committee or perhaps appoint the archivist secretary of the committee.

Establish Selection Guidelines

Once you become interested in the records of your local congregation, it is tempting to save every record created by your church or synagogue. Obviously it is not practical to do this and so some decision must be made about which records are to be sought and kept. Your historical committee (it may be a subcommittee of the library committee) will want to establish these guidelines.

David I. McWhirter, librarian of the Disciples of Christ Historical Society, has given the following advice about establishing guidelines for your local archives:[4]

"These guidelines should be put on paper so that all interested parties in the congregation can become acquainted with them. No one person should compose these guidelines. An outside historian should be consulted if possible so that it can be learned what kinds of materials are most useful. (Suggestions are given later in this guide.) You may want to consult a lawyer concerning which records need to be kept for legal purposes. An accountant should be consulted to find out which financial records need to be preserved. The minister (or rabbi) or other congregational leaders can be consulted to find out what records the church or synagogue leadership find necessary to preserve.

"If only one person makes the decision on what should be kept, that person not only faces the possibility of forgetting some important records but becomes vulnerable (and rightly so) to criticism if important records are not kept. Not all of the professionals noted above are convenient to every congregation but the more who can be consulted the more balanced the guidelines will be.

"Any of your congregational historical agencies will be more than glad to assist in drawing up specific guidelines for your situation. State, college, and local historical societies will also give assistance in this matter.

"Your committee and archivist will also want to take into account the following factors in drawing up a selection policy for your congregation:

Size of Collection: Obviously the larger the place you have to store materials, the more you can preserve. However, some records are necessary to keep no matter what space is available, but priorities need to be established to separate those records which must be preserved from those which would be nice to preserve if space allowed.

Time Available to Archivist: If only one person can or will work with the records and that person's time is limited, not as many records can be preserved. The preserving of records can be time-consuming. One must be practical about what can be accomplished.

Availability of Other Depositories: Your congregation's historical agencies will be glad to consult with you on what materials they will be willing to preserve for you. They have been created for just such a purpose. Many congregations find that their records are more available when deposited in an historical agency than when they try to do their own preservation. For safety's sake it is always a good idea to have a duplicate set of any records preserved in the church deposited in another location."

SELECTING MATERIALS

Materials in an historical archives collection are chiefly those that answer the questions asked by the writer of a good news story:

Who? What? When? Where? and (if possible) Why?

The materials you will want in your church or synagogue archives will include a variety of documents, records, books, photos, and other resources. They will come from a number of sources and should be chosen to serve the purpose of your archives as determined by your committee and archivist. Even before you begin a serious search, you will want to answer two questions: "What should we look for?" and "Where should we look?" If you determine these principles first, you will save yourself much time, energy, and even headaches later.

What to Look For

If you have a clear definition of what archives are before you begin, the task of selection will be made easier. A good definition of archives is "Permanently valuable records in whatever form they have been created or received." That broad definition can be narrowed to specific items as listed below as a guide for a local church or synagogue. In general, those at the top of the list are of the most importance for both historical and legal purposes, but you will want to study the whole list as you begin to assemble your archives.

Official Records. These include a) **Minutes** of official committees or boards of the congregation—deacons, trustees, councils, women's groups, men's groups, other special age groups, educational committees—all congregation-related activities; b) **Legal papers** such as deeds, trust agreements, tax certificates, mortgages (when you have your mortgage burning ceremony, burn the copy, not the original), plats and plans of the church or synagogue buildings and sites; c) **Financial records**—audit reports, payroll records, general ledgers and journals, financial reports, budget statements, treasurer's ledgers; d) **Membership rolls** and other records containing information about baptisms, marriages, funerals, etc. (At High Street Church we discovered that there are NO records of these events for the first 110 years! We now have records of the past 27 years carefully preserved.); and e) **Official correspondence** of the church or synagogue office or officials. Make arrangements to go through your office files. Omitting the personal letters, you may find several items that could be placed in the archives.

Publications: Among the items to look for here are newsletters, worship bulletins, membership directories, annual reports, and any other brochures or pamphlets published by the congregation. Be sure to preserve publications for special days such as anniversaries, holidays, and other significant events. You may also find newspaper clippings about these events. Be sure to write the source and the date of each clipping.

Oral Histories: With the advent of modern, inexpensive recording equipment, this has become an important category of archival material. You may want to tape and transcribe interviews with veteran members of your congregation. You may have recordings of state or national conventions of your church or synagogue group. Increasingly, cassettes are being used for recording sermons, addresses, lectures, and reports. Some of these you will want to preserve. However, you must be prepared to follow correct procedures for storing audio-visual materials to insure their permanent value as historical documents. Be sure, also, to label and date each item.

Photographs and Paintings: There is usually a lot of material in this category, but it has to be sought out. Look for those photos which are most important in telling the story of a period of history or a special event in your congregation. It is most important also to get proper identification of people, dates, and places in connection with each photo. Photos of ministers, rabbis, education directors, librarians, and other staff of your church should be sought as soon as possible. A later date may make it impossible.

Biographical Materials: Seek up-to-date materials on all of the paid staff and other officers of your church or synagogue. As time goes on, these become extremely valuable at anniversary times, etc. If possible, secure a few sermons from former (and present) ministers or rabbis. Anniversary messages and other recollections of former leaders and members might well be taped.

Memorabilia: Such items as plaques, former communion ware, trophies, even old dishes formerly used, furniture that has historical significance, etc.

Denominational Records: Yearbooks and directories, conference reports, programs from conventions, special periodicals, etc., are in this category and may be of real importance to the history of your local congregation.

Unofficial Correspondence: Members of the congregation may well provide historically important items here: birthday cards, invitations, correspondence from former ministers or rabbis, etc.

Newspaper Clippings: This is especially important if you have a community newspaper which is more likely to carry religious items, although the important ones would also be covered in the larger daily press. These may not be about such events, but about the life of members of the congregation. You might want to have a file entitled, "In the Life of Our Congregation" that would contain many items of this kind. Be sure to date and identify the source whenever possible. **You will not remember it next month!**

Books: You will also want to collect some books for an historical library. For example, books on your denomination's history might be kept in the archives. However, you might rather keep these in the history section of your library instead.

Other Items:. You may find that in your congregation or community there are several historically important things not listed above. Depending on the space available, you may want to save examples of curriculum used in your educational program which might be historically important. (Your present curriculum you may want filed in your library under "religious education.") You may want to keep materials written by or about your members but not directly related to the church or synagogue and its program. You may also find photographs or paintings in this category as well.

How to Select

As you proceed to select materials for your archives, you will discover that "selection" can mean several things. It may mean that you select only from those records which come to you unsolicited. It may mean that you go out and select or advertise for materials, actively seeking materials that have not yet been offered to the church or synagogue. Your methods to be followed will be determined by your needs, your interests, and always by the decision of the historical committee and archivist. Each situation will be determined by the guidelines you set up.

Selection can also become a form of censorship. This you need to guard against if you want to present an accurate and fair history of your congregation. Preserve that which is necessary to reflect your congregation's history, NOT that which makes your congregation look good. Your committee can set the policies, but not all records need to be made available to every member of the congregation. If a member or even a leader of your congregation becomes infamous, do not throw away all references to him or her in the official records as has sometimes been done. If your congregation has made decisions which eventually prove to be unwise, do not eliminate reference to that decision in your archives.

Where to Look

As you begin your search for historical materials about your church or synagogue, you will be surprised to find how many places there are in which you can look or persons from which you can request the needed data and objects for your archives. Most people are happy to cooperate in the search. One discovery often turns up another during the course of the search, and each success adds to the fascination of the continuous process of collecting. Each success also spurs your committee on to other places and people as well. If you make sure that gifts to the library and archives are mentioned in the bulletin or newsletter, you will alert other people to your needs and find that they are willing to join the search with you.

We also encourage members of our congregation to place things on loan to us if they are not sure that they can part with the item in question. When they see that things are well cared for and not misplaced, they are more likely to show their willingness to cooperate and eventually even donate the items to the archives.

The following are suggestions about where to look for archival materials based on Walter N. Vernon's *Guidelines for Local Church Historians and History Committees*.

Make a good survey of the building. Look into files, storerooms, cupboards, attics, basements, furnace rooms—even belfries. If materials are unearthed, rescue them and clearly mark them to be saved before someone decides to "clean house" and they disappear before being processed for your archives. (We are painfully aware that we lost some valuable materials a few years ago when our records were moved from one room to another.)

Write to former clergy. They may remember where some documents were put that no one around now realizes.

Check the county courthouse for records of your church or synagogue, or check with the local public library or the county or city historical society (or possibly the state society). (In Akron, the Summit Council Historical Archives are housed and cared for by the Archives Department of the University of Akron.)

Interview older members of your congregation. Don't put this off until some later date. Illness and even death could befall some important person and his or her valuable memories would be lost. The use of cassettes and tapes is proving very helpful in recording orally this type of information. These tapes can be transcribed later. It is advisable to have a carefully selected set of interview questions to avoid too much meandering in these interviews. (A suggested list can be found in the manual by Walter Vernon referred to above and in the appendix bibliography.)

Publish requests for archival material in the newsletter or bulletin of your church or synagogue from time to time. Members and relatives may have scrapbooks, newspaper clippings, letters, pictures, or other items that they will loan so that copies can be made or which they may even donate to the archives.

Enlist the local public librarian in your search. The person in this position can be a big help in securing the loan from the state historical society of microfilms of early newspapers, etc., which may contain write-ups of your congregation. Especially check anniversary years, months, or dates of significance to your congregation.

Search the journals of the annual conference or convention of your denomination or regional association. Such reports or yearbooks may be readily available in your church office, or even in your own library. These reports often mention special events of interest to your local church. Usually the statistical tables will reveal interesting facts about the local congregation as well.

Locate and include information about persons or groups that may be neglected in historical accounts, such as women, youth, and racial or ethnic minorities in the congregation's membership. On the occasion of a congregation's anniversary, you can ask members to bring materials of this kind along with photos to be displayed.

Check histories of other congregations in your area. Perhaps two churches shared a building, a ministry, or staff, or participated in other common-interest endeavors. Check the records of the National Conference of Christians and Jews in your area for possible participation by your congregation or its leaders in interfaith affairs.

Organize "attic hunts" and if possible visit garage sales in your neighborhood in the hope of finding materials that have been stored away and forgotten but are now brought out for sale.

Attend auctions, rummage sales, flea markets (or alert someone who does) and watch for church relics, pictures, histories, postcards, and mementos of other days.

Files of newspapers serving your area should be examined carefully for news items about your church or synagogue and its members. It is advisable to make a list of significant dates in the life of the congregation such as anniversaries, dedications, etc., before going to the newspaper office to look in their files of old issues. You can then search for the exact dates and find stories about your congregation which appeared in the paper at that time, or you may come across other related news items which you want to copy for your archives.

The mark of a good archivist is to "dig where you are." If you will faithfully do this, you will be surprised at times what information becomes available to you.

PROCESSING (ARRANGING AND DESCRIBING)

When the dust-laden minute books, papers, and memorabilia that enshrine our religious heritage are first discovered in a closet or attic heaped together in cardboard boxes and shopping bags or lying exposed in every nook and cranny of a seldom-used room, we say to ourselves, "What do I do with all this stuff?"

The task of the archivist is to work and form dust-laden primary sources into priceless research tools for historians or persons seeking to discover their roots. Likewise the documents, papers, books, and artifacts that make up the archival holdings of a local congregation need to be prepared for public use.

In a library this part of the procedure is called "processing." In archives it is usually called "arrangement and description." In either area the desired result is intellectual control of the material for use and maximum protection of the material in storage.

Regular library cataloging is not satisfactory for archival or historical materials. Nonetheless, these materials must be accessioned, inventoried, and listed so that they are recorded and available for use, as in the book catalog or library shelf list. They must also be shown in relationship to other materials, as in the subject catalog. Provision must also be made for constant addition of materials.

There is no standard accepted method for cataloging archives. There is no "Dewey" or Library of Congress system available. Each collection of historical material is cataloged in such a way that it can be found, and this system varies according to the type of collection that you have. In fact, with historical ar-

chives you probably end up "doing your own thing" when it comes to cataloging your collection. However, whatever that *thing* is, be sure to be consistent just as you are in the cataloging of books in your library. There are some steps in the process that are well-outlined and accepted by most archivists. See page 14 for a possible guideline.

This transformation of a "heap of stuff" to orderly archives is accomplished in four major steps outlined below:

Step One—Accessioning

It begins when the archivist declares that "as of this day the heap of stuff I am responsible for is the original collection. Everything else received will be added to it."

Immediately, the original heap stops growing and can be organized and described.

Additional items of every size, shape, and variety can be received and accessioned into the congregational archives.

Accessioning is important because it establishes one's record of accountability. For example, relatives of a deceased member who contributed items to the original heap may remember vaguely that such and such an item was given to the church or synagogue. The accession register will verify exactly what was contributed. It is absolutely essential to keep all the items given by a donor together until they are accessioned and a record created enumerating the documents transferred to the archives.

The accession register establishes the fact that the item accessioned is a part of the historical collection of the church or synagogue. It explains how it came to the collection and whether it came as a direct result of the congregation carrying out its mission or was given by some individual. This is the time to make note of special information (especially for artifacts) that will aid in understanding and interpreting its significance.

A sample line of an accession register might look like the following sample.

Acc. No.	Date	Description	Given by	Volume	Location
79-17	6-30	Papers of Butterworth, a member of the Trustees, mostly 1950's	Mrs. Lucia Butterworth, 7 East Main, Nashville	1 contr.	WS-5

Now let's look at the significance of each item on the accession register:

Accession Number: The first two digits indicate the calendar year. The remaining digits indicate that this is the seventeenth accession for the calendar year. Every January 1, when the year changes, the numerical sequence begins again with "one." The alternate is simply to accession in numerical sequence.

Date: The date indicates when one began to work with the "stuff" of the accession and acts as a prod to the memory when attempting to locate particular information not fully integrated into the church or synagogue archives.

Description: It is at this point that the archivist's hunch is crystallized as one scans the accession and briefly notes its contents. Three ingredients make up a good description:

- The name of the person who created the papers, or the names of the administrative unit of the church or synagogue that created the records, that is: Papers of Ray Butterworth, Records of the Superintendent of the Sunday School, Records of the Pastor's Office.
- Time span of the records. If this cannot be determined quickly, then estimate such as in the 1950's.
- Types of records included in the accession, that is: Letters, Minutes, Reports, Photographs, Tapes, and so forth.

Given By: Write in the name and address of the donor or note if it is a part of the original collection.

Volume: A permanent record is now created of the accession in its original donor form and indicates either by container count or item count the physical size of the accession.

Location: WS = work shelf. This facet of the accession register allows one to find information in records before they are completely processed. Immediately one has information control over the documents given to the church or synagogue archives that will suffice as each accession waits its turn for final processing.

Step Two—Controlling Inventory

This further transformation begins with the preparation of a checklist which is a preliminary listing of records with or without a summary description of their informational content as originally received from the donor.

For example, Accession 79-17 when checklisted revealed the following as received:

- Letters concerning the hiring of an architect and building contractor for the educational building, 1950-51. One folder.
- Transcript minutes of Building Committee, 1950 to 1953. One Folder.
- Photographs of the construction project, 1952. Twenty items.
- Bulletin of Dedication of Education Building, 1953. 2 copies.

At this point the hunch gives way to a listing of precise information which will supplement the records of the Trustees' already on the shelf.

Step Three—Organizing and Arranging the Records

For example, the original checklist of accession 79-17 can be accepted and a note placed with the Records of the Trustees to "79-17."

Remember, you are free to organize the records in whatever way that makes sense to you as long as you can explain the arrangement simply to others.

However, the following principles ought to be kept in mind:

- From the "heap of stuff," sort out and place together the records of each organization of the church.
- Next, apply the rule "birds of a feather flock together" and place common records within each organizational unit together: minute books, correspondence, financial records, scrapbooks, audio recordings, photographs, and so forth. Then arrange each common grouping in chronological order.
- Once the original checklist is created items can be lifted from the accession for special storage, or to fill out missing issues in a series of minutes, reports, or bulletins. A note placed with the original accession record will keep its integrity intact.

For example, one would screen from 79-17 the photographs and perhaps the reports and minutes to complete a series elsewhere.

The best rule of thumb is to handle your records with these rules in mind and then do what seems reasonable and consistent with the volume of your "heap of stuff."

Step Four—Preparing a Guide for Information Retrieval

The general idea of the guide is to point the uninitiated to the information residing in your archives.

You will want to prepare a general guide to your holdings. Such a guide may simply consist of a list indicating the various administrative units of the church and the inclusive dates of their records in your custody.

Some types of records such as financial ledgers, church bulletins, newsletters, and promotional materials created and circulated by the local congregation may be placed together.

When the steps mentioned have been completed, they will eliminate the frustration of searching through the STUFF to find information for genealogists, local history buffs, church or synagogue families, and leaders preparing curriculum materials for heritage days and anniversaries and general membership training.

The following is from

High Street Christian Church Archives.

Card File—Shelf List

You will want to prepare a shelf list card for each item in your care. For example, see the shelf list card for "Annual Report of 1978" below:

Top left side is cataloging code	Location of the Annual Report

AR-1978	File #1 Drawer 2
ANNUAL REPORTS FOR 1978	
(Add descriptive notes as you need them to help you know what is contained in the material.)	

After you have prepared all the shelf list cards, you may want to make a duplicate set to be placed in your library card catalog.

You may also want to use subject headings and further break them down, just as you do in your book collection. This will depend on the time and amount of help that is available.

Ephemera File—Clipping: For newspaper clippings, sermons, materials put out by the various departments that are not in bound form.

Use the same subject headings as you do for bound materials. Use a file drawer in which to store them. Be sure to store them in acid-free folders to preserve them.

PRESERVING AND STORING

The conservation or restoration of archival historical materials is sometimes compared to the dramatic accounts of surgeons saving people from the consequences of disease or accident. Yet the important part of conservation of archives, like medicine, is prevention rather than cure. Neither traditional techniques nor modern discoveries will extend the life of an object half as much as primary conservation, that is, proper care and maintenance of the objects in one's possession.

Remember, we are only temporary custodians of antiquities, and it is our responsibility as archivists to see that they are passed on to the future.

Next in importance to gaining access to and possession of historical resources is the preservation of that material. Careless handling can prove destructive and can offset the value of securing the materials and all the efforts in that direction. In general, common sense will provide such precautions.

But there are some principles and methods for the preservation and storage of archival materials that have been learned through the years. The following guidelines are based on those in *Guidelines for Local Church Historians and History Committees* by Walter A. Vernon.

In the larger church or synagogue, the congregation should:

- provide a fireproof room or vault, equipped with shelves and filing cabinets for storing, cataloging, and arranging materials for proper filing;
- the room should be dark but not damp. Ideal temperature is 71 degrees; humidity 50%;
- it should be on church or synagogue property;
- and should be kept safely locked when not in use by authorized persons;
- as a very minimum, an underwriters-approved, lockable file or safe should be provided;
- funds should be made available for necessary supplies as needed.

Decontaminating: If there is evidence of bugs, roaches, silverfish, or vermin, have the area fumigated. If it is a newly acquired item that is affected in this way, fumigate it before placing it in with the rest of the collection.

Don't judge a book to be in good shape simply by the appearance of its cover. Termites have been known to completely destroy a book on the inside without any visible damage to the outside. Leaf through documents occasionally to make sure nothing is attacking them.

Encapsulation: After the document has been deacidified with an aerosol deacidification solution, the process can be applied. This can be performed in-house by the archivist.

Basically, encapsulation involves making a sandwich by placing sheets of polyester film without plasticizer on either side of the document and sealing the edges with double-faced, quarter-inch tape.

While greatly increasing the durability of a document, this process makes no inherent changes in the paper itself. This process is therefore completely reversible, requiring only the careful snipping of the film edges to release the document, returning it to its original state. Encapsulation is becoming popular as a conservation alternative to lamination because it requires no outside professional assistance, no expensive equipment, and no chemicals.

Fire Protection: A fire-rated filing cabinet is a virtual necessity. However, if another cabinet is utilized, it should have an adequate lock on it and it should NOT be placed in the basement since items there will mildew, or in a very hot room that is seldom used (like a garret), since extremes in temperature will dry and damage materials.

Consideration might be given to the use of the legal size cabinet in order to hold such items as wills, deeds, and other similar documents if provision is not made for their storage in a safety deposit box.

If a filing cabinet is not easily obtained at present, choose a good safe cabinet in the building, install a good lock, and use it for the time being.

Flattening: Unfold all documents for storing. Papers that are constantly folded will eventually perforate and tear at the fold. They are also more easily accessible when they are flattened.

Papers that have become brittle in storage must be made flexible enough to bend without breaking before they can be flattened. Expose them to 90 to 95 percent humidity in a chamber built especially for the purpose, or substitute some homemade equipment. (See page 12.)

Lamination: If the document is extremely rare, has a famous person's name or such, you will certainly want it laminated by a professional firm. There are internal elements interacting within a document that cause its disintegration. A professional firm will remove those elements so that a document will not continue to destroy itself after it is laminated. The document must have value in its original form to warrant this expenditure.

Some records have been damaged in an attempt to preserve them in commercially plastic film laminating materials. Unfortunately, the adhesive that binds the plastic film to the document is extremely harmful to the record and may, in time, leach through the document and the plastic, causing the document to become almost transparent and the plastic to stick to whatever records are next to it. At least, sheets of heavy bond paper should be placed on either side of records laminated in this way to keep damage to a minimum. Although the process is generally considered irreversible, paper conservators can sometimes remove the film. Any difficult or involved conservation measure, such as tape removal, major document repair, deacidification, fumigation, or lamination, requires the services of a conservation laboratory.

Mending and Mounting: Never use scrapbooks unless it simply cannot be avoided . . . they are made of paper which is high in sulfur content and very destructive to the material one wishes to store on a permanent basis.

Many times the material will be needed for reproduction or for display and this is difficult when it has been pasted or taped into a scrapbook.

If items must be fastened to paper, be sure to use acid-free archival paper and ordinary wheat paste. (See page 12.)

NEVER use the common brands of cellophane tape on any item. It discolors with age, shrinks and becomes brittle, and detaches to leave ugly and damaging yellow stains on the materials.

If an item is torn and must be taped for safety, repair with a water-soluble transparent tape created especially for archival use that can easily be removed from the document.

Make minor repairs to books yourself with available archival and library mending tapes. However, for very valuable records and items, have it done professionally.

Use a plastic letter opener to very gently separate any pages difficult to open.

Microfilming: Microfilming of early church records is a very good idea and supplies a security copy of irreplaceable documents. If this is to be done, the material should first be put in order and then microfilmed in chronological sequence.

Check with your local historical society, university, or denominational historical society. They frequently offer these services at cost, especially the university, since students often do the actual work, and they usually do not advertise this service.

Photocopying: Photocopying is the most economical means of preserving information contained in old newspaper obituaries and clippings which are already yellowed and brittle.

If an item is a valuable record, and is printed on very poor quality paper (for example, a bulletin or a program), it might be best to make a copy of it immediately. There are several kinds of copy machines on the market. You will need to use archival paper. Of course most large public libraries have copy machines. Just be sure to use acid-free paper.

Photographs: Photographs may be stored in the same manner as paper records or be mounted. If mounting is selected as the technique, the paper and process should be checked for its acceptability for long-term archival storage.

Photographs and negatives should be stored separately and away from other materials to avoid possible chemical damage from poor quality papers.

They should be separately placed in acid-free or polyethylene covers or envelopes.

Identifying information, including event, date, and persons, left to right, should be written on the envelope BEFORE the photo is inserted. DO NOT write on the photograph, either front or back.

If you have access to a copy machine, a copy of the picture can be made and information written directly on the copy. This copy should be filed separately from the photograph.

Once the photographs are identified and prepared, they should be stored flat, preferably in an acid-free drop-front print box.

Faded pictures can sometimes be restored, or "brought out" by copying and printing on high con-

tact paper. Check with your local professional camera store.

Storage: It is important that all loose materials be housed in protective containers of some kind where dust contamination is kept to a minimum.

If paper must be stored on edge, pack the containers firmly so that bending does not occur.

It is best to store papers in archival boxes or acid-free folders if at all possible. Library suppliers carry acid-free materials.

Depositories: Most denominations, national churches, or synagogue groups in the United States and Canada maintain depositories of historical materials or organizations which gather archival resources. Local churches or synagogues will want to contact their organization for help in finding materials. Also determine what kind of materials they want and in what form it is to be sent and how often.

Water Soaking: If paper should become water-soaked, place a fan in the area and dry to normal temperatures. Use a dehumidifier wherever possible in the storage area.

Mark and identify any fragment which becomes detached from the original document.

Stand books on end and spread loosely open to allow them to dry faster. Place individual page documents between white, plain blotters and iron with LOW heat if necessary to remove moisture. Restore as much as possible. If in doubt, seek professional help.

Additional Suggestions:

- Never allow ANYONE to write notations on any of the papers or other material. (Many times researchers tend to make marks and notes as they work.)
- Documents illegible from fading or obliteration of writing through stains, water damage, etc., can sometimes be read under infrared or ultraviolet light.
- When opening cornerstone boxes, be a careful steward of what has been deposited. Careless or improper handling of the box itself may even damage items inside. If the box has been "vacuum sealed," opening it carelessly may cause the immediate powdering of the contents if very old.
- Upon examination, if the documents seem to have deteriorated markedly, take them to a professional and have them examined under ultraviolet light or infrared light. Arrange to have them photographed or copied on a copy machine immediately as they will tend to deteriorate rapidly with exposure to air.
- If older pictures, documents, or ledger books are to be displayed at times, protect them from light damage and fading by placing a sheet of Kodagraph Sheeting Yellow over them.

  As much as possible keep manuscripts and papers out of direct sunlight or continuous artificial light.
- EXERCISE WHATEVER CONTROL YOU MAY HAVE ON THE OFFICE STAFF! Try to get them in the happy habit (for archivists) of using permanent black ink for all church records, labeling, and such.

  Use archival pens for paper of value.

  Good 75% or more rag content paper is ideal for preservation and should be used for all important papers and documents.
- BE SURE TO DATE AND IDENTIFY THE SOURCE OF ALL PAPERS AND DOCUMENTS.
- Avoid the use of rubber bands to hold pages together. Rubber bands deteriorate and adhere to the paper.
- Be extremely careful in the use of metal paper clips, staples, or similar materials which can cause rust or other damage to documents. Rust-free clips, plastic clips, and staples are available, and should be utilized if the documents warrant their use.

RECIPES FOR THE ARCHIVIST

Wheat Paste Recipe

1 cup of wheat flour, beaten with enough cold water to make cake batter consistency.

Put into batter, 3/4 or 7/8 pint boiling water, and beat smooth.

Put over flame, stirring constantly and scraping the sides of the pan.

Cook 5 minutes after it begins to boil and thicken.

Add 1 tablespoon formaldehyde when cool and store in covered jar.

Add water to thin before use.

Loyal Librarian Cocktail

Recipe for preserving newspaper clippings that keeps them from yellowing or becoming brittle.

1 qt. Club Soda (Canada Dry)
1 milk of magnesia tablet

Crush tablet, mix with soda, store overnight in refrigerator. Use brush to thoroughly soak clippings (or dip them in). Dry away from light on a window screen. Place in plastic envelopes after completely dry.

. . . from *Josten's Bulletin*, December 1976
Elaine Hammer, Colfax Public Library, Colfax, Wis.

"Home-Made" Humidifier

(As described by Ellen Starr Brinton)

The foundation container is a fifty-pound lard can. An aluminum pie plate, holding a large sponge saturated with water, is placed on the bottom of the can. Over this is placed a piece of aluminum fly screen to prevent the objects to be humidified from actually touching the wet sponge. When the can is filled with papers the lid is put on tight. In a few hours or overnight the papers absorb an astonishing amount of moisture . . . they can be handled with ease, but speed is necessary since the dampness evaporates rapidly. Each paper is spread out on white blotting paper and immediately put in a press. The next day materials so treated are flat, crisp, and smooth, as if they had been washed and ironed.

. . . from the *American Archivist*, July 1950

Papers that are only slightly creased will become sufficiently flat when packed firmly in storage containers. Others require the pressure of weights, such as heavy books. After humidifying, those with the most stubborn creases can be smoothed in a mangle or with a hand iron on a pile of blotters.

. . . from *A Guide to the Care and Administration of Manuscripts* by Lucile M. Kane

USING YOUR ARCHIVES

The fruitful use of church or synagogue archives is equally as important as compiling and preserving them. This seems obvious but experience shows that it needs to be said. It is a poor use of energy to collect records and then to lock them up (or carelessly ignore them) and never make use of them in ways helpful to the life of a congregation.

There are some congregations in which the chief effort seems to be to keep records unused—locked away so that they are never available for any use. This fact may be another good reason for having the archives of a congregation under the supervision of the library since the librarian's main objective is to achieve circulation of books and thus use of the library. This same point of view needs to be maintained in the archives of a congregation.

Of course, we should see that historical materials are not carelessly handled or lost. But they also should not be shut up in splendid isolation, never to see the light of day or a human face—*unless they are extremely valuable* and even then it should be possible to view them occasionally under proper safeguard.

The idea of *using* historical data is based on the belief that history has meaning and significance in the present. As workers in a church or synagogue, we agree with Macaulay who said the task of the historian is to . . . "make the past present, to bring the distant near, to place us in the society of great people . . . to call up our ancestors before us with all their peculiarities of language, manners, and garb, to show us over to their houses, to seat us at their tables, to rummage their old-fashioned wardrobes . . . to trace the connections of cause and effect, and to draw from the occurrences of former time general lessons of moral and political wisdom." (quoted in *Historians of Israel* by Gordon Robinson. Abingdon Press, pp. 13-15.)

How can we best make use of the historical materials we have gathered or to which we have access? There are at least five major ways in which archives can be used or made available for display:

Exhibits: Through the means of exhibits you can stimulate interest in and provide information about your church or synagogue's past. These exhibits can be made from letters, diaries, journals, minutes, legal documents, or other artifacts such as models, communion ware, pictures, or statues. Usually your exhibits will be prepared for use in your own congregation but sometimes you may want them to be ready for special events when others may be in attendance. Exhibits may be organized around a variety of themes or subjects, such as:

- Covering a certain period of your congregation's history.
- Presenting facts about your building or former buildings, sanctuaries, educational units, etc.
- Showing the types of programs which your church or synagogue has conducted in the past at various times—the growth of your congregation and its various departments.
- Presenting pictures and other memorabilia displayed to tell the story of the past.
- Samples of minutes of the congregation at different periods of its history.

Public Presentations: From time to time you may want to make special presentations to the congregation or to some smaller groups within the congregation making use of historical items and materials in your archives. Such presentations may be designed to stimulate interest in a particular program, to enlist support for a cause, or focus on a problem and its solution. These presentations may take several different forms such as a set of slides, a tape recording, a dramatic skit, or a pageant.

Mementos or Souvenirs: You may want to make copies of some items in your archives and use them as mementos for a special occasion or anniversary, for example. Some congregations have made souvenir plates or special stationery or cards with historical pictures on them. Or these things can be simple photocopies of significant events that apply to the anniversary or subject at hand for the occasion.

A Written History: Most congregations write a history at the time of an anniversary. Historical data from archives will be most valuable at a time like this. Or you may want to have a history or a written record of the past ready at all times to give to visitors to your church or synagogue. The distribution of this type of item will also stimulate interest in your archives and may bring in some new materials as gifts to your historical collection.

Tours: Your archive committee and archivist should be ready at any time to conduct tours of your building, your archives, or nearby places of historical interest to your congregation. This is valuable for your own members, but also should be made available to guests on special occasions.

You may also want to take tours to places of historical interest in your community, especially those that have some past related to your congregation, such as the oldest building of your denomination in your area, an earlier site of your building, a nearby college of your denomination, an historic cemetery, or other historic buildings in your community.

The Sky's the Limit: Literally, as one considers the many ways to use archives of the congregation, there are hundreds of ways that you will find to make the most of the records of earlier years. Archives in the local church or synagogue are a way to be sure that your past continues to live – to enrich – to instruct – to convert – to enable.

GUIDELINES FOR CATALOGING ARCHIVES

Adopted by High Street Christian Church
131 S. High St., Akron, OH 44308

AKRON DISCIPLE ..... AD-Year
Weekly Newsletter

ANNIVERSARIES ..... ANN-Year
Years – Special Days

ANNUAL REPORTS ..... AR-Year
Official Board – Congregational

ARCHIVES ..... ARC
Catalogues – Instructions
Records of Gifts

AUDIO ..... TA
Tapes and Cassettes

BIBLE SCHOOL ..... BS
(Church School, Sunday School)

CLASSES

Brotherhood Class ..... BS-BR
Class Anna ..... BS-CA
Bethany Class ..... BS-BE
E.G. Rowe Class (Electa) ..... BS-ER
Forum Class ..... BS-FO
New Century Class ..... BS-NC
Co-Wed Class ..... BS-CW
Mr. & Mrs. Class ..... BS-MM
Dr. Minck Class ..... BS-DM
Cornerstone Class ..... BS-CO

Programs – Banquet, etc. ..... BS-BP
Boy Scouts ..... BS-BS
Girl Scouts ..... BS-GS
Youth Departments (7-12 years) ..... GS-YO
Elementary (1-6 years) ..... BS-EL
Kindergarten (3-4-5 years) ..... BS-KD
Nursery ..... BS-NU

BUDGETS (See Finances) ..... FIN-BU-Year

BUILDINGS ..... BU

- Church Building, Construction ..... BU-Year
- Building Fund Campaigns ..... BU-FU-Year
- Building Plans and Specs. ..... BU-Plan-Year
- Educational Buildings ..... BU-ED
- Mission Churches ..... BU-MI
  (See also CC-DCMC)

CABINET ..... CAB-Year

- Minutes ..... CAB-M-Year
- Departments
  - Christian Education CAB-1-Year
  - Community Action CAB-2-Year
  - Evangelism CAB-3-Year
  - Membership CAB-4-Year
  - Property CAB-5-Year
  - Public Relations CAB-6-Year
  - Stewardship and Finance CAB-7-Year
  - World Outreach CAB-8-Year
  - Worship and Fine Arts CAB-9-Year

CHRISTIAN CHURCH CC

- Disciples of Christ ..... CC-DC
- Mission Churches ..... CC-DCMC
- Ohio Society of Christian Churches ..... CC-OS

CHURCH SCHOOL – (See Bible School) ..... BS

CHRISTIAN CHURCHES IN OHIO ..... CCO

- Ohio Society of Christian Churches ..... CCO-OS
- Camp Christian ..... CCO-CC
- Ohio Work (Newspaper) ..... CCO-OW

CHRISTIAN EDUCATION ..... CD

- Family Retreats ..... CE-RE-F-Year
- Youth Departments ..... CE-RE-Y-Year
- Department CAB-1-Year

CHRISTIAN MEN'S FELLOWSHIP ..... CMF

CHRISTIAN WOMEN'S FELLOWSHIP ..... CWF

- Alpha Circle CWF-1
- Dorcus Service Circle CWF-2
- Ella Thompson Circle CWF-3
- Firestone Park Circle CWF-4
- Francis Allen Circle CWF-5
- Koinana Circle CWF-6
- Women's Daytime Circle CWF-7
- Annie Minck Circle CWF-8
- Christian Women's Board of Missions ..... CWF-CWBM
- Ohio Christian Women's Missionary ..... CWF-OCWM
- Retreats ..... CWF-RE
- Rosters ..... CWF-RO

CONVENTIONS (All) ..... CON-Year

CONGREGATION
- Annual Reports ..... AR-Year
- Minutes of Meetings ..... M-TR-Year
  - Also see ..... M-CO-Year

CONSTITUTIONS ..... RU-CO

DEDICATIONS (All) ..... DE-Year

DISCIPLE (Newsletter) ..... AD-Year

DISCIPLES OF CHRIST ..... CC-DC

DIRECTOR - CHRISTIAN EDUCATION ..... DCE

DIRECTORIES
- Membership ..... DIR-Year
- Churches ..... DIR

EVANGELISM ..... SS-EV
- Evangelism Department CAB-3

FINANCES ..... FIN-Year
- Budgets ..... FIN-BU-Year
- Reports ..... FIN-RE-Year
- Contributions - Pledges ..... FIN-CO-Year
- Annual Solicitation ..... FIN-AM-Year
- Building Fund Campaigns ..... BU-FU-Year

FIRES ..... FIRE-Year
- Previous Fires - Photos - Clippings

GUEST RECORDS ..... GR-Date

HISTORIES ..... HI
- Christian Women's Fellowship ..... CWF-HI
- Annual - Official Board ..... HI-Year
- Authors ..... HI-Name-Date

LEGAL DOCUMENTS ..... LE-DO

LIBRARY, H. A. Valentine Memorial LI

MANUSCRIPTS ..... MA-Date
- Old Letters, Reports

MARRIAGE RECORDS ..... MAR-Date
- Ministerial Records

MEMBERS - Individual, By Name ..... ME

MINISTERS ..... PAS

MINUTES - OFFICIAL BOARD ..... M-OB-Year
- Trustees ..... M-TR-Year
- Elders ..... M-EL-Year
- Deacons and Deaconesses ..... M-DD-Year
- Deaconesses ..... M-DS-Year
- Deacons ..... M-DN-Year
- Congregation (Trustees) ..... M-TR-Year
- Sunday School Class ..... BS-Class
- Christian Women's Fellowship ..... CWF

MISSIONARY WORK	MI-HS
Women's Missionary Work	CWF
MISSION CHURCHES	CC-DCMC
MUSIC	MUS
Minister of Music	MUS-MM
Organist	MUS-OR
Choirs - Adults	MUS-CHA
Children	MUS-CHC
Handbell	MUS-HB
Orchestras	MUS-ORC
Quartets	MUS-QU
ORDERS OF WORSHIP	OW-Year
OFFICIAL BOARD	OB
Trustees	OB-TR
Elders	OB-EL
Deacons	OB-DN
Deaconesses and Deacons	OB-DD
Deaconesses	OB-DS
Cabinet	CAB
Minutes	M-OB-Year
Clerk's Report	OB-REP
Rosters	OB-RO
History	HI-Year
PASTORS	PAS
Early Pastors	PAS-Name
L.N.D. Wells	PAS-LNDW
George W. Knepper	PAS-GWK
Franklin H. Minck	PAS-FHM
Harry E. Smith	PAS-HES
ASSOCIATE PASTORS	AP
Early Associates	AP-Name
Edwin R. Allender	AP-ERA
Newton D. Kelly	AP-NDK
Eugene R. Simeril	AP-ERS
Albert O. Kean	AP-AOK
Bernard M. Oakes	AP-BMO
B. William Cuzner	AP-BWC
Kerry Reed	AP-KR
Larry G. Deitch	AP-LGD
PHOTOGRAPHY	PH
Special Events	PH-Name
Albums	PH-Name
Slides – Event	PH-Name
RELICS (All relics identified by number)	R-Number
Engraving Plates	R-EP
REPORTS	REP
Special	REP-Name
Studies	REP-ST
Financial	FIN
Clerk's	OB-REP

RETREATS ..... RE

- Christian Women's Fellowship ..... CWF-RE
- Christian Men's Fellowship ..... CMF-RE
- Family Retreats ..... CE-REF
- Youth Retreats ..... CE-REY
- Adult Conference ..... RE-AC

ROSTERS ..... OB-RO

- Membership Directories ..... DIR-Year

RULES

- Regulations ..... RU-RE
- Constitutions ..... RU-CO

SPECIAL SERVICES ..... SS

- Seasonal ..... SS-Name-Year
- Evangelistic ..... SS-EV
- See Orders of Worship ..... OW-Year

SUMMIT COUNTY DISCIPLES UNION ..... SCDU

SUNDAY SCHOOL (See Bible School) ..... BS

TAPE RECORDINGS ..... TA

- Identify by event name

TIMOTHY'S ..... PAS-TIM

YOUTH DEPARTMENT ..... YOU

APPENDIX

Archival Materials Supply Sources

Archival Company
Division of University Products
P.O. Box 1239
North Hampton, ME 01061

Brodart Co.
1609 Memorial Ave.
Williamsport, PA 17705

DEMCO
Box 7488
Madison, WI 53707

Gaylord Bros., Inc.
Box 4901
Syracuse, NY 13221

Highsmith Inc.
W5527 Highway 106
P.O. Box 800
Fort Atkinson, WI 53538-0800

Light Impression
439 Monroe Ave.
P.O. Box 940
Rochester, NY 14603-0940

Wei T'o Associates, Inc.
P.O. Box 419, Early Street
Park Forest, IL 60466

Bibliography

The following have proven to be most helpful to church and synagogue librarians in the building of archives and historical collections. The societies listed also published many other helpful materials. Write for their catalogues.

American Association for State and Local History
1400 Eighth Avenue South,
Nashville, TN 37203

American Library Association
50 E. Huron Street
Chicago, IL 60611

The Society of American Archivists
600 S. Federal, Suite 504
Chicago, IL 60605

Footnotes

[1] Lannae Graham, "Rationale for the Preservation of Historical Materials," article in *Media: Library Services Journal*, Nashville, TN, Jan-March 1979, p. 6.

[2] Walter N. Vernon, *Guidelines for Local Church Historians and Records and History Committees*, Lake Junaluska, NC, 1979, p. 3.

[3] Walter N. Vernon, op. cit., p. 5.

[4] David McWhirter, "Selection of Materials for the Church's Archives" article in *Media: Library Services Journal*, op. cit. p. 8.

Notes

Church and Synagogue Library Association Publications

Guides

No. 1 Setting Up a Library: How to Begin or Begin Again. by Ruth S. Smith. Rev. ed. 1994. 23 p. $7.00; members, $5.50.

No. 2 Promotion Planning Year 'Round, by Claudia Hannaford and Ruth S. Smith. Rev. 3rd ed. 1996. 68 p. illus. $11.00; members, $8.00.

No. 3 Workshop Planning, by Ruth S. Smith. Rev. ed. 65 p. illus. $8.00; members, $6.25.

No. 4 Selecting Library Materials, by Arthur W. Swarthout. 3rd Rev. ed. 16 p. $4.75; members, $3.50.

No. 5 Cataloging Made Easy, by Ruth S. Smith. 40 p. illus. index. $8.25; members, $6.50.

No. 6 Standards for Church and Synagogue Libraries: Guidelines for Measuring Effectiveness and Progress. 1993. 20 p. $7.00; members, $5.50.

No. 7 Classifying Church or Synagogue Library Materials, by Dorothy B. Kersten. Rev. 2nd ed. 20 p. $6.00; members $4.75.

No. 8 Subject Headings for Church and Synagogue Libraries, by Dorothy B. Kersten. Rev. 2nd ed. 48 p. $8.25; members, $6.50.

No. 9 A Policy and Procedure Manual for Church and Synagogue Libraries: A Do-It-Yourself Guide, by G. Martin Ruoss and Joyce Allen. Rev. 2nd ed. available summer, 1994. 14 p. $7.00; members, $5.50.

No. 10 Archives in the Church or Synagogue Library, by Evelyn R. Ling. Rev. 2nd ed. 1996. 24 p. $8.25; members, $6.50.

No. 11 Planning Bulletin Boards for Church and Synagogue Libraries, by Janelle A. Paris. 48 p. illus. $8.25; members, $6.50.

No. 12 Getting the Books Off the Shelves: Making the Most of Your Congregation's Library, by Ruth S. Smith. Rev. ed. 40 p. $9.00; members, $7.25.

No. 13 The ABC's of Financing the Church and Synagogue Library: Acquiring Funds, Budgeting, Cash Accounting, by Claudia Hannaford. 36 p. $7.25; members, $5.75.

No. 14 Recruiting and Training Volunteers for Church and Synagogue Libraries, by Lorraine E. Burson. 32 p. illus. charts. Bibliography. $7.25; members, $5.75.

No. 15 Providing Reference Service in Church and Synagogue Libraries, by Jennifer Pritchett. 60 p. Bibliography. $8.25; members, $6.50.

No. 16 The Bible in Church and Synagogue Libraries, by William H. Gentz. 26 p. $7.25; members, $5.75.

Bibliographies

Church and Synagogue Library Resources, by Dorothy Rodda. 5th Rev. ed. 24 p. $6.00; members, $4.75.

A Basic Book List for Church Libraries, by Bernard E. Deitrick. 4th Rev. ed. 16 p. $6.00; members, $4.75.

Helping Children Through Books: A Selected Booklist, by Patricia Pearl. Rev. 3rd ed. 24 p. $7.25; members, $5.75.

Religious Books for Children: An Annotated Bibliography, by Patricia Pearl. Rev. ed. 40 p. $8.35; members, $6.50.

Books For Teens, Stressing the Higher Values, by Edith S. Tyson. 1993. 30 p. $8.25; members, $6.50.

Tracts

The Congregational Family Uses the Library. Rev. ed. 1993. 4 p. illus.
The Teacher and the Library - Partners in Religious Education. Rev. 4 p. illus.
Cost: 15¢ per copy; $2.50/25; $4.50/50; $8.50/100.